ILM Application Form

Please read through the application form carefully and **supply all** information requested. Any incorrect applications will be returned and may delay your inclusion on an available cohort.

The information you provide will help the Centre identify your suitability for the programme in terms of your experience, responsibilities and/or aspirational goals.

There is a section in the document that must be completed by your line manager or sponsor and you must ensure you have gained agreement from the person responsible for budget control of your department.

# Programmes

Please highlight the programme you wish to apply for from the following list:

|  |  |
| --- | --- |
| **Programme** | **Fee** |
| **L2** Certificate in Leadership and Team Skills | £127 (including ILM registration and materials\*) |
| **L3** Certificate in Leadership and Management | £176 (including ILM registration and materials\*) |

\* Fees valid when published see section 2.2.

## Student

### Section 1.1 – Your details

|  |  |
| --- | --- |
| **Full Name** (as on your payslip) |  |
| **Alternative name** (as you wish it to appear on your Certificate if different from above) |  |
| **Staff ID** |  |
| **Department** |  |
| **College or Corporate Service Area** |  |
| **Current job title** |  |
| **Date of birth** |  |
| **Contact number\*** |  |
| **Email address**\* |  |
| **Home Address** (only applicable if you would like assessed work to be returned to your home address): |  |

**\* Contact details must be ones you have access to on a regular basis as they will be used by the Centre and your tutor to provide updates on the programmes, therefore they can be work or home-based whichever is most appropriate**

### Section 1.2– Your supervisory or management experience

In this section you are asked to provide information that relates to your experience and knowledge of leading and managing others. This can be in your current or any previous roles you have held.

If you are using the programme to develop your skills and knowledge in preparation for your next role please pay particular attention to section 4

1. **Please give a brief description of your current role and responsibilities**

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| --- |
|  |

1. **Where applicable please outline below any previous management or supervisory development programmes and activities with which you have been involved.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme Title** | **Subjects Covered** | **Programme Dates** | **Accredited?****(Y/N)** |
|  |  |  |  |

1. **Please outline management or supervisory experience gained during your career so far.**

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|  |

1. **In applying for this programme, what personal and work related learning objectives do you hope to achieve, in particular which leadership capabilities are you planning to develop and why?**

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|  |

### Section 1.3 – Your signature

Please read and note the following paragraph.

Following on from the Induction Session prior to the start of the programme, you will have the option to withdraw from the programme.

After your attendance on the first full day workshop you will be registered as a student with the ILM

If, during the programme, you feel that for any reason you cannot continue with your studies, you **must** talk to your programme tutor and your line manager.

The registration fees are non-refundable in the event of you leaving the programme, not completing the programme or missing modules.

1. Please ensure that your line manager, supervisor or person to whom you are responsible completes the next section supporting your application.
2. Please ensure that you complete fully, the equal opportunities information sheet at the end of the form. It is essential you give all information required, as these details go on the ILM registration form.

|  |  |
| --- | --- |
| **Applicants signature** |  |
| **Date** |  |

## Line Manager/Sponsor

### Section 2.1 – Line manager details

This section must be completed by the line manager/sponsor of the applicant.

**Please note, without a budget code, your application can not be processed**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Contact number** |  |
| **Email address** |  |
| **Budget code\***  |  |

*\*please include element 2 and element 3 budget codes*

### Section 2.2- Fees

The fee for the programme is provided on the cover page of this document and is inclusive of ILM Registration and materials. Depending on when the cohort commences there may be a small difference in costs due to price increases from ILM and/or suppliers. You will be notified if there is a change when the participant is confirmed on a cohort.

This fee\* will be taken from your departments’ account on receipt of invoice in POD from ILM. Students are registered after their attendance on the first full day workshop and POD is invoiced approximately 4-6 weeks later.

The fee is non-refundable if the student withdraws from the programme following their registration.

### Section 2.3 – Line manager/sponsor support

1. **How have the applicant's development needs been identified e.g. through the PDR process and considering the relevant capability framework?**

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| --- |
|  |

1. **What actions will you take to encourage the applicants’ transfer of learning from the programme into the workplace?**

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|  |

1. **What mechanisms will you implement to support the applicant throughout the programme?**

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|  |

1. **How will you evaluate the success of the applicant's participation in this programme?**

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|  |

|  |  |
| --- | --- |
| **Line Manager/Sponsors signature** |  |
| **Date** |  |

## Equal Opportunities Monitoring Form

## Applicant’s details required for ILM registration form

**Are you:**(please tick)  **Male Female**

**Please tick your age range: Under 21 21 - 29**

 **30 - 39 40 – 49**

 **Over 5**

**Do you define yourself as disabled Yes No**

(Please tick)

**Do you consider yourself to have Yes No**

**any particular requirements that**

**may need additional support?**

(please tick)

**Give further details as required**

(Applicants who indicate support requirements will be invited to discuss these in confidence with the tutor concerned)

**The ethnic origin questions asked below are not about nationality, place of birth or citizenship, but about colour and broad ethnic group. UK citizens can belong to any of the groups indicated below.**

Please tick the box that best describes your ethnicity:

1. White 2. Black- Caribbean

3. Black- African 4. Black- Other Groups

5. Indian 6. Pakistani

7. Bangladeshi 8. Chinese

9. Other